

**Subject:** Re: Re: follow up to arrange meeting

**From:** CD4 Scheduling

**Date:** 05/04/2016 11:31 AM

**To:** Wilshire Center BID

Thank you for contacting Council District 4 with your scheduling request. For fastest processing please use this link to submit your event and or meeting request specifications: <http://goo.gl/forms/ja7kR8EP6s>

Please be patient and understand that we receive a high volume of scheduling requests daily and will get back to you as soon as possible regarding the availability of the Council member and/or a CD4 Staff Person.

If there is a certificate request, please email [cd4.certificates@lacity.org](mailto:cd4.certificates@lacity.org).

We look forward to being in touch!

Thank you,  
CD4 Scheduling